CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW0600					
Classification Specification: FIELD SUPERVISOR					
Salary Range:TM 34					
Position Description: Water Quality/Treatment Field Supervisor					
Incumbent:					
Location: Public Works/Operations - Water Quality & Treatment					

GENERAL PURPOSE:

Under the direction of the Water Superintendent, incumbent plans, organizes, and supervises daily operations and activities of the Water Quality and Treatment system and is responsible for supervising and evaluating assigned personnel.

Work is characterized by supervisory, technical and skilled maintenance tasks such as: efficiently scheduling, assigning, organizing, planning, budgeting, and reporting on well training, supervising, evaluating responsibilities. as as approving/scheduling leave time of assigned crews; operating and maintaining the Water Treatment Plant and other water treatment facilities; testing, analyzing and confirming drinking water quality; directing or performing necessary bacteriological and water analysis monitoring; reporting and record keeping as required by the Department of Health and the Environmental Protection Agency (EPA); researching and evaluating assigned projects and proposed changes. Work also includes ability to operate the Control Center and make computer/programming changes as necessary in the Water System.

Work is performed under limited supervision. The Superintendent sets the overall objectives and resources available. Incumbent assists the Superintendent by developing the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignments, resolves most conflicts that arise, coordinates work with others, and uses independent judgment concerning repair methods. Incumbent keeps the Superintendent informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Perform supervisory responsibilities in accordance with the City's policies and procedures and applicable laws. Responsibilities include assisting in interviews;

making recommendations to hire; training employees; planning, assisting, directing, and evaluating work in progress and upon completion; appraising performance; recommending promotion and disciplinary actions; addressing complaints; resolving problems; and approving/scheduling sick leave and vacation time.

Develop work programs and operating procedures and standards, budgeting and planning for short and long term needs in programs and projects, and measuring effectiveness as compared with standards and benchmarks for the work performed.

Operate the Water Treatment Plant and water treatment systems in an appropriate and efficient manner; supervise and implement existing and future water quality monitoring and treatment programs (such as wellhead protection, corrosion control, DBP, UCMR, GW disinfection, consumer confidence programs and others) to meet Department of Health and EPA requirements for water quality; maintain knowledge of current and proposed regulations and plan accordingly for future needs.

Conduct standardized water quality control checks on water system and in-plant sample points and adjust chemical feed systems and other plant equipment; perform advanced water quality analysis to determine process efficiency and make changes according to results; determine proper flow rates, setpoints and process control changes for optimum operation.

Collect priority pollutant and other special samples as required. Follow up on implementing changes and responses determined by results.

Design and make program changes in the Water Treatment Plant or Control Center computers to accurately monitor and adjust the water system or Water Treatment Plant performance.

Investigate and resolve complaints related to City water system and water quality issues; set up and coordinate public education programs related to Kent's water system.

Interact with City, State, County and other public and private personnel regarding project management, coordination of work, and processing of paperwork to ensure effective resource management and project/program completion.

Interact with consultants, vendors and contractors regarding water quality and water treatment systems changes; analyze and make recommendations on proposed changes; direct, or assist with implementation as necessary. Prepare and coordinate contracts and other purchasing or contractual arrangements for goods and services.

Complete daily paperwork consisting of work orders, time sheets, and routine data entry, and prepare annual/quarterly/monthly/weekly activity reports. Collect data and information and prepare reports for analyzing water system information.

Assist with budget requests based on analysis of water system requirements.

Request and track usage of equipment, chemicals, lab supplies, tools and safety equipment for efficient water system and plant operation.

Investigate on the job injury accidents/incidents; provide appropriate paperwork to the water superintendent and the Employee Services Department Risk/Safety Analyst.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Fill-in for Superintendent when necessary.

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Modern water system maintenance practices, hydraulic principles, water quality regulations and routine sampling/analysis
- Applicable laws, codes, regulations, policies and procedures
- Safe working practices and operation of chemical feed systems, water quality/water treatment analyzers, equipment and tools used in repairing and maintaining the water system
- Advanced mathematics, algebra formulas, percentage calculations, conversions, chemical dosages, demands, residuals, filter loading rates and chemical strengths for operating adjustments to the treatment process
- Metering pumps, tools, equipment, chlorinators, water quality laboratory equipment, hardware and materials used in operation, maintenance and repair of chemical feed systems and water treatment or analysis
- Interpersonal skills using tact, patience, and courtesy
- Principles and practices of supervision and training
- Principles and practices of public speaking
- Safety requirements and specifications of various types of vehicles and equipment
- Applicable laws, codes, regulations, policies and procedures
- City organization, operations, policies, and procedures
- Statistical and computerized record keeping techniques
- Correct usage of English grammar, spelling, punctuation and vocabulary
- Personal computers and its basic use

SKILLED IN:

Prioritizing and solving difficult problems in a logical, efficient manner

- Operating equipment used in water treatment system maintenance and repairs
- Communicating both orally and in writing
- Effectively using interpersonal skills with tact, patience and courtesy
- Effectively operating computer systems at Water Treatment Plant and Control Center; making program modifications and troubleshoot problems

ABILITY TO:

- Analyze operating logs and records to determine operational changes and effects
- Maintain clear, concise records of water system and treatment plant data
- Monitor maintenance activities to ensure safe, efficient and effective working conditions
- Plan and organize work; effectively meet schedules and timelines
- Gauge progress and make adjustments to meet deadlines
- Assign and coordinate workload to employees based on their skills and abilities
- Communicate effectively both orally and in writing.
- Maintain effective working relationships with managers, subordinates other City employees and outside individuals
- Read, interpret, apply and explain codes, rules, regulations, policies, and procedures
- Train, supervise and evaluate personnel
- Analyze situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE REQUIRED:

Education:

High School diploma, or equivalent, supplemented by two (2) years of post high school training or trade school in the operation, maintenance, and repair of water systems. Vocational training certificate or Water Supply Technology Associate degree, with a working knowledge of job related chemistry and mathematics is preferred; and

Experience: Four(4) years experience in the operation, maintenance and repair of water treatment systems. At least one (1) of the four (4) years must include experience in a supervisory capacity. Also, 1 year of experience with SCADA/control systems is preferred.

Or:

In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License
- Commercial Driver's License (CDL) Class B with air brakes, tanker, and hazardous materials endorsements within 6 months of hire.
- Valid Wash State Dept of Health Water Distribution Manager 2 certification

- Valid Wash State Dept of Health Water Treatment Plant Operator 2 certification
- Cross Connection Control Specialist 1 within 6 months of hire
- Traffic Control Flagging Card within 6 months of hire
- First Aid/CPR Card within 6 months of hire
- Confined space entry and fall protection certification within 6 months of hire
- Must successfully pass the City's pre-employment driver's records check; preemployment substance abuse screening, and agility screening, prior to hire.
- Must successfully complete the City's Defensive Driving Course within 6 months of hire, and maintain an excellent driving record throughout employment.

MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in the operation, maintenance, and repair of water treatment systems, including, but not limited to hand and power tools, water laboratory and field equipment, analytical, monitoring, and calibration tools and equipment, pressure washers, electric generators, saws, drills, hammers, chisel, screwdrivers, knives, wrenches, shovels, rakes, axes, pry bars, post-hole diggers, scales, tape measures, step and extension ladders, etc.

Motorized vehicles including but not limited to heavy trucks, dump trucks, loaders, tractors and other heavy equipment. Incumbent will also be required to operate a City vehicle to travel between work sites.

May use typical business office machinery and equipment, including, but not limited to, personal computer, telephone, fax machine, copy machine, and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 30 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. May be required to lift and/or move 100 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

Incumbent works indoors in an office environment to complete paperwork and other related

tasks and in an outdoors environment while operating equipment and supervising and reviewing crews as they work. Exposed to unfavorable weather conditions while working outdoors. Work is performed in vaults, excavations, confined spaces, and hazardous atmospheres and on elevated water tanks.

Incumbent is subject to call out after normal work hours for emergency work; may also be required to be on standby duty after hours and on weekends. Will be scheduled to work shifts, nights, weekends and holidays as needed. Will also frequently work alone during a work shift or after hours.

The noise level in the office environment is usually moderately quiet and in the outdoors environment is usually loud to very loud. Incumbent may be exposed to individuals who are disgruntled, irate, or hostile.

SIGNATU	JRES:			
Incumben	t's Signature	Date	Supervisor's Signature	Date
Departme	nt Director/Designee	Date	Employee Services Director/Designee	Date
**Note: This document will be reviewed and updated annually at the time of the performance appraisal; when this position becomes vacant; or, if the duties of tare changed significantly.				

Revised: 03/05/02